

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
CLASS SPECIFICATION**

**SURPLUS COORDINATOR**

10341

**PURPOSE OF CLASSIFICATION:**

Performs intermediate skilled clerical work operating the surplus center and reviewing and verifying condition of surplus property.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Reviews and verifies condition of County and school surplus property for re-distribution or re-sale.
2. Operates the County retail (Surplus Center).
3. Prepares daily cash receipts for transmittal to Treasurer's Office.
4. Prepares quarterly Retail Sales and Use Tax Return Form ST9.
5. Tracks receipt and sale of surplus equipment in Microsoft Access Data Base.
6. Meets with County and school personnel to discuss various prospects of surplus property program.
7. Maintains liaison with out of County officials, Town of Warrenton staff and business leaders regarding availability of surplus property.
8. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED supplemented by college level course work or vocational training in procurement, purchasing, customer service, office administration, and/or personal computer operations and some experience and/or training involving sales/marketing, clerical/office work, customer service, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**PERFORMANCE APTITUDES:**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

**PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.